



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

Deborah A. Gist  
Commissioner

## VACANCY NOTICE

### DIVISION OF EDUCATOR EXCELLENCE & INSTRUCTIONAL EFFECTIVENESS OFFICE OF INSTRUCTION, ASSESSMENT AND CURRICULUM

#### \* RACE TO THE TOP EARLY LEARNING CHALLENGE ASSOCIATE DIRECTOR

Salary (Min) \$85,039 (Mid) \$101,503

**\*This is a limited position funded through the Race to the Top, Early Learning Challenge grant for the award period of January 1, 2012 through December 31, 2015. Funding for continuation of the position beyond the award period is not guaranteed.**

POSTING PERIOD: February 27 – March 9, 2012

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Board of Regents Executive Staff)  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION  
NON-CLASSIFIED JOB DESCRIPTION**

**TITLE:** Race to the Top Early Learning Challenge Associate Director

**ORGANIZATIONAL CENTER:** This position is located in the Division of Educator Excellence and Instructional Effectiveness. The position reports to the Director, Instruction, Assessment and Curriculum.

**GENERAL STATEMENT OF DUTIES:** This position is responsible for leading, managing, and supporting the improvement of systems and programs related to the Rhode Island Early Learning Challenge grant, including learning standards and program approval standards.

**LEADERSHIP, MANAGEMENT AND COLLABORATION:** The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. The context for this work must be strong advocacy for districts, schools, students, and parents and a positive commitment to the role of the Department of Education as a central state level policy-making and quality assurance body.

**SUPERVISION RECEIVED:** Works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. The Associate Director is supervised by the Director, Instruction, Assessment and Curriculum and is subject to an annual performance assessment.

**SUPERVISION EXERCISED:** Facilitates, directs, supervises, coordinates and assesses the work of professional, technical, contractual, and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Directs the development of the early learning guidelines for infants, toddlers, and preschoolers statewide.

Promotes and leads the statewide interagency cooperation to the revise and expand the child-care program quality rating system, Brightstars, to provide the training, guidance, and incentives to raise the quality of all early learning programs.

Directs the development of professional development for stakeholders in early learning programs.

Promotes the building of our statewide data systems to develop clear, accurate, in-depth knowledge about all of our children, their teachers, and all of our schools and programs and to monitor progress and success from birth through their college years.

Directs the development of a statewide "kindergarten entry assessment" so that we better understand what instructional support our youngest children need and what strengths they bring as they arrive for their first day of school.

Initiates and leads open communications with other state agencies and alternative programs to ensure the grant initiatives are understood and that opportunities for collaboration are identified. Maintains communications and seeks advice from stakeholders regarding applicable policies in order to build collaboration with appropriate individuals.

Identifies appropriate resources, such as staffing, in support of all early learning initiatives.

Attends a variety of meetings and forums to ensure the interests of RIDE are represented.

Collects and examines data and information relative to existing policies and procedures and oversees the implementation and evaluation of federal and state policies and procedures to determine their effectiveness and/or applicability.

Facilitates meetings with groups and partners within and outside of the organization to examine needs, data and designs related training and technical assistance to respond to identified needs.

Develops, implements and evaluates standards for program design, review, and approval.

Establishes and maintains strong relationships between RIDE and community based partners to support the goals of the office.

Provides day-to-day leadership to staff and works in close, collegial workgroups across divisions.

Completes projects as assigned through a combination of individual effort and through delegation to staff.

Provides primary leadership and project management on large-scale initiatives.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal and State laws and regulations

Familiarity with federal and foundation grant management, including reporting requirements and fiscal management

Skilled in working with diverse populations.

Skilled in facilitating meetings.

Skilled in coordinating and facilitating the work of staff.

Skilled in working collaboratively.

Skilled in written and oral communications.

Skilled in administering grants.

Skilled in building and maintaining strong community partnerships that serve traditionally underserved populations and/or meet the goals of the Office.

**EDUCATION:** Master's Degree in Education.

**EXPERIENCE:** At least five years of management level experience in early childhood education.

**OR:** Any combination of education and experience that shall be substantially equivalent to the above.

**Must have own transportation and be available evenings and occasionally on weekends.**

**Reasonable accommodations can be made for individuals with a disability.**

Date: February 2012

**Telephone** (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** [www.ride.ri.gov](http://www.ride.ri.gov)

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